



UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/873,394	06/05/2001	Steven Mason	03752.00001

22907  
BANNER & WITCOFF  
1001 G STREET N W  
SUITE 1100  
WASHINGTON, DC 20001

CONFIRMATION NO. 4602  
FORMALITIES LETTER



\*OC000000006374749\*

Date Mailed: 08/02/2001

# NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is missing.  
*A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.*
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 65.**

*A copy of this notice **MUST** be returned with the reply.*

Customer Service Center  
Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

09/25/2001 EABUBAK1 00000006 190733 09873394

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PATENT

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

In re Application Of:

Steven MASON, et al.

Serial No: 09/873,394

Filed: June 5, 2001

) BOX: MISSING PARTS  
)  
) Group Art No. 2166  
)  
) Examiner: TBA  
)  
) Docket No. 03752.00001

For: SYSTEM AND METHOD FOR AUTOMATING RECORD KEEPING

**RESPONSE TO NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION**

Assistant Commissioner of Patents and Trademarks  
Washington, D.C. 20231

Dear Sir:

In response to the Notice to File Missing Parts of Nonprovisional Application under 37 C.F.R. §1.53(b), dated August 2, 2001, applicants submit herewith the missing parts surcharge of \$65.00, \$40.00 for the Recordation of an Assignment document, the executed Declaration, the executed Assignment with cover sheet and a copy of the Notice to File Missing Parts of Nonprovisional Application. The period for responding to the Notice to File Missing Parts of Nonprovisional Application expires on October 2, 2001, and thus these fees are timely filed. The fees are calculated as follows:

Surcharge for submitting the Declaration subsequent to the filing date	\$65.00
Recordation of an Assignment document	\$40.00
<b>Total Fees</b>	<b>\$105.00</b>

Steven MASON, et al.  
U.S. Patent Application Serial No. 09/873,394

It is believed that all Patent and Trademark Office requirements have now been fully met and it is respectfully requested that the above-identified patent application be forwarded for examination.

Please charge the filing of this paper and any additional fee, which may be associated to our Deposit Account No. 19-0733.

Respectfully submitted,

By: *C. M. Potenza*  
Joseph M. Potenza  
Reg. No. 28,175 *(\$38,800)*

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Dated: *Sept 19, 2001*